Selected Publications from HCFA

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U.S. Department of Health and Human Services
Health Care Financing Administration
October 1980

HCFA-02127

The Health Care Financing Administration (HCFA) was established to combine health financing and quality assurance programs into a single agency. HCFA is responsible for the Medicare program, federal participation in the Medicaid program, the Professional Standards Review program, and a variety of other health care quality assurance programs.

The mission of the Health Care Financing Administration is to promote the timely delivery of appropriate, quality health care to its beneficiaries—approximately 47 million of the nation's aged, disabled and poor. The agency must also ensure that program beneficiaries are aware of the services for which they are eligible, that those services are accessible and of high quality, and that agency policies and actions promote efficiency and quality within the total health care delivery system.

The purpose of this listing of Selected Publications is to support a part of HCFA's mission—to keep the public informed as to the kinds of informational materials available from the Health Care Financing Administration.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1980-330-341/6658

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General

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02-07-13
7500 Security Blvd.
Baltimore, Maryland 21244

GUIDE TO PRESCRIPTION DRUG COSTS [HCFA-02104] (April 1980)—A guide for physicians and pharmacists as an aid in prescribing and dispensing drugs. It gives comparative price information on generic and brand name products within the same therapeutic category. Available (free) from Office of Reimbursement Policy, 1-C-5, East Low Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

THINKING OF HAVING SURGERY? THINK ABOUT GETTING A SECOND OPINION [HCFA-02114] (1980)—A brochure addressing the advisability of seeking a second medical opinion before agreeing to any non-emergency surgery. It outlines questions you should ask, when to get a second opinion, how to find a specialist to give a second opinion, how to get a second opinion, and how to pay for a second opinion. Available (free) by writing to: Surgery, HHS, Washington, DC 20201.

SI CONSIDERA HACERSE UNA CIRUGIA: PIENSE EN OBTENER UNA SEGUNDA OPINION [HCFA-02113] (1980)—A Spanish language version of *Thinking of Having Surgery? Think about Getting a Second Opinion.* Available (free) by writing to Surgery, HHS, Washington, DC 20201.

YOUR RIGHT TO APPEAL COST SETTLEMENT DECISIONS [HCFA-02105] (1979)—A brochure summarizing the appeal rights and procedures for Medicare providers who are dissatisfied with the intermediary's decision on the amount of program reimbursement. Available (free) from the Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

RURAL HEALTH CLINIC SERVICES [HCFA-02109] (1979)—A pamphlet describing Medicare and Medicaid coverage and reimbursement of rural health clinic services and explaining how a clinic can become certified to participate in the two programs. Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

THE MANAGEMENT CHALLENGE [HCFA-02123] (1980)—A booklet describing the management aspects of HCFA, its needs and its career opportunities. Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

GUIDE TO HEALTH INSURANCE FOR PEOPLE WITH MEDICARE [HCFA-02110] (December 1979)—A consumer-oriented leaflet for Medicare beneficiaries which discusses what Medicare pays and does not pay, types of private health insurance to supplement Medicare, and hints on shopping for private health insurance. Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

GUIA PARA EL SEGURO DE SALUD PARA PERSONAS CON MEDICARE [HCFA-02117] (1980)—A Spanish version of *Guide to Health Insurance for People with Medicare.* Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

Medicaid

DATA ON THE MEDICAID PROGRAM: ELIGIBILITY, SERVICES, EXPENDITURES [HCFA-20005] (1979)—A booklet containing a comprehensive compilation of Medicaid data and general information. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

THIRD PARTY LIABILITY WORKSHOP PAPERS [HCFA-20032] (April 1980)—Papers from two workshops designed to advise states on how to expand their Medicaid TPL systems. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

GUIDE TO THIRD PARTY LIABILITY [HCFA-20040] (1980)—A publication presenting a brief overview of federal requirements, third party unit organizations, third party liability resources, systems of claims review and recovery, and the

automated review and recovery aspect of a TPL system. Developed to assist state Medicaid agencies in the implementation and administration of their third party liability programs. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

A SELECTED ANNOTATED BIBLIOGRAPHY—MEDICAID: 1973-1979 [HCFA-20029] (December 1979)—A bibliography of literature related to Medicaid operations and management. Available (free) from M/MMI Clearinghouse, 389 East Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

CATALOGUE OF STATE MATERIALS [HCFA-20028] (June 1980)—A compilation of state Medicaid program management materials, operations manuals and instructions. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

AVOIDING ERRONEOUS PAYMENTS IN STATE MEDICAID PROGRAMS [HCFA-20027] (November 1979)—A collection of reports on the technical material available to Medicaid agencies to help them reduce operations errors and resulting overpayments. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

SPECIAL REPORT: SOME STATE AND FEDERAL PERSPECTIVES ON MEDICAID [HCFA-20001] (1979)—Selected papers from four conferences during 1976 and 1977, exploring federal and state initiatives in program management and administration, cost containment, regulatory approaches, and Medicaid's relationship to the health care system. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

TENTH ANNUAL CONFERENCE OF STATE MEDICAID DIRECTORS [HCFA-20000]—A report on the March 6-9, 1978 conference in New Orleans. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

ELEVENTH ANNUAL CONFERENCE OF STATE MEDICAID DIRECTORS [HCFA-20000]—A report on the April 3-5, 1979 conference in San Diego. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

STATE MEDICAID DIRECTORS' MID-YEAR CONFERENCE [HCFA-20033]—A report on the November 14-16, 1979 conference in Orlando, Florida. Deals with improving HCFA-state partnerships, recent and planned program developments, major Medicaid initiatives and problems at federal and state levels, and a review of new and pending legislation and policies affecting Title XIX state agencies. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

MANAGING CHANGE: STATE MEDICAID DIRECTORS' MID-YEAR CONFERENCE [HCFA-20002]—A report on the December 1-2, 1978 conference in Atlanta. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

TAILORING HEALTH SERVICES TO INDIVIDUAL NEEDS [HCFA-20004]—A report on the September 27-29, 1978 conference in Dallas. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

MEDICAID AND THE HEALTH CARE PROVIDER: A PARTNERSHIP—A report on the December 12-15, 1977 conference in Orlando, Florida. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

Management

MEDICAID MEDICARE EXCHANGE (Series)—An administrative bulletin issued six to eight times annually, sharing recent developments among state Medicaid agencies and Medicare management items with carriers, intermediaries, and HCFA staff. Available (free) from M/MMI Clearinghouse, 389

East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

PERSPECTIVES ON MEDICAID AND MEDICARE MANAGEMENT [HCFA-20021] (Series)—A publication issued three times annually, reporting on program operations and innovative solutions to management problems faced by Medicaid and Medicare managers and Medicare contractors. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.

Research and Demonstrations

HEALTH CARE FINANCING REVIEW (Quarterly)—A publication of articles based on studies of reimbursement, coverage, and eligibility alternatives; the impact of HCFA programs on health care costs; and beneficiary access to health care services. Available from ORDS Publications, 1-E-9, Oak Meadows Building, 6340 Security Boulevard, Baltimore, MD 21235.

HEALTH CARE FINANCING TRENDS (Quarterly)—A publication reporting on the state of the nation's health dollar. Summarizes statistics on total health care expenditures, medical care prices, hospital expenses and utilization, physician pricing, and comparisons of health with national economic indicators. Available (free) from ORDS Publications, 1-E-9, Oak Meadows Building, 6340 Security Boulevard, Baltimore, MD 21235.

HEALTH CARE FINANCING NOTES (Series)—Brief and concise descriptive statistics on various aspects of the Medicare/Medicaid programs. Available (free) from ORDS Publications, 1-E-9, Oak Meadows Building, 6340 Security Boulevard, Baltimore, MD 21235.

HEALTH CARE FINANCING PROGRAM STATISTICS (Series)—In-depth reports measuring and evaluating Medicare/Medicaid program operation and effectiveness. Available (free) from ORDS Publications, 1-E-9, Oak Meadows Building, 6340 Security Boulevard, Baltimore, MD 21235.

HEALTH CARE FINANCING RESEARCH REPORTS (Series)—Reports on major intramural studies and projects conducted by HCFA. They contain significant findings that affect HCFA programs and serve as a basis for making program changes. Available (free) from ORDS Publications, 1-E-9, Oak Meadows Building, 6340 Security Boulevard, Baltimore, MD 21235.

HEALTH CARE FINANCING GRANTS AND CONTRACTS REPORTS (Series)—Final reports of ORDS-funded extramural projects. Topics include hospital cost containment, long-term care reform, physician reimbursement, fraud and abuse, beneficiary access and utilization of services, health systems organizations, etc. Reports currently available (free) from ORDS Publications, 1-E-9, Oak Meadows Building, 6340 Security Boulevard, Baltimore, MD 21235, are:

- **PHYSICIAN PRICING IN CALIFORNIA: EXECUTIVE SUMMARY** [HCFA-03005]
- **PHYSICIAN PRICING IN CALIFORNIA: PRICE CONTROLS, PHYSICIAN FEES AND INCOMES** [HCFA-03006]
- **STUDY OF PHYSICIAN REIMBURSEMENT: MEDICARE/MEDICAID, Vol. I** [HCFA-03008]
- **STUDY OF PHYSICIAN REIMBURSEMENT: MEDICARE/MEDICAID, Vol II** [HCFA-03007]
- **PRICE SETTING MARKET FOR PHYSICIANS' SERVICES: A REVIEW** [HCFA-03102]
- **TRENDS IN STATE ADMINISTRATION OF MEDICAID PROGRAMS** [HCFA-03103]
- **LARGE MEDICAID PRACTICS: ARE THEY MEDICAID MILLS?** [HCFA-03020]

Other Grants and Contracts Reports are available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22151.

RESEARCH AND DEMONSTRATIONS IN HEALTH CARE FINANCING 1978-1979 (HCFA-03044]—A monograph available (free) from ORDS Publications, 1-E-9, Oak Meadows Building, 6340 Security Boulevard, Baltimore, MD 21235.

GRANTS FOR RESEARCH AND DEMONSTRATIONS: FISCAL YEAR 1980 [HCFA-03017]—A monograph available (free) from ORDS Publications, 1-E-9, Oak Meadows Building, 6340 Security Boulevard, Baltimore, MD 21235.

Medicare

YOU CAN GET INFORMATION ON MEDICARE FACILITIES [SSA-10027] (August 1979)—A brochure explaining the availability of reports on health facilities participating in Medicare. Available (free) from your local Social Security District Office.

PAYMENT UNDER MEDICARE MEDICAL INSURANCE [SSA-10037] (May 1979)—A brochure explaining the two ways Medicare payments can be made—to the doctor or to the beneficiary. Also explains how to complete the *Request for Medicare Payment* form, how much will be paid, and when to apply for payment. Explains "reasonable charge" in detail. Available (free) from your local Social Security District Office.

PAGO BAJO EL SEGURO MEDICO DE MEDICARE [SSA-10937] (June 1979)—Spanish version of *Payment under Medicare Medical Insurance.* Available (free) from your local Social Security District Office.

MEDICARE FOR PEOPLE WITH PERMANENT KIDNEY FAILURE [SSA—10038] (September 1979)—A brochure dealing with health insurance protection available to most people under 65 who have permanent kidney failure and need regular kidney dialysis or a kidney transplant. Lists eligibility requirements, how to apply, what the beneficiary pays, where maintenance dialysis and transplant surgery can be obtained under Medicare, etc. Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

MEDICARE PARA PERSONAS CON FALLO PERMANENTE DEL RINON [SSA-10938] (February 1979)—Spanish version of *Medicare for People with Permanent Kidney Failure.* Available (free) from Division of Communica-

tions Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

HOW MEDICARE HELPS DURING A HOSPITAL STAY [SSA-10039] (January 1979)—A brochure explaining when and how much Medicare can pay for inpatient hospital care. Tells what hospital insurance pays, what medical insurance pays, and how much the beneficiary is responsible for payment. Lists covered and non-covered services. Available (free) from your local Social Security District Office.

COMO EL MEDICARE LE AYUDA CUANDO INGRESA AL HOSPITAL [SSA-10939] (February 1979)—Spanish version of *How Medicare Helps During A Hospital Stay*. Available (free) from your local Social Security District Office.

YOUR MEDICARE RECORDKEEPER [SSA-10040] (May 1979)—A folder in which the beneficiary can keep a record of Medicare claims submitted for payment. Available (free) from your local Social Security District Office.

MEDICARE MEDICAL INSURANCE CLAIMS RECORD [SSA-3596]—A form to be used with *Your Medicare Recordkeeper* to help keep an accurate record of Medicare claims. Available (free) from your local Social Security District Office.

MEDICARE COVERAGE IN A SKILLED NURSING FACILITY [SSA-10041] (January 1979)—A brochure explaining the conditions for coverage of extended care. Tells how long and how much Medicare can pay, and lists covered and non-covered services. Available (free) from your local Social Security District Office.

PROTECTION DEL MEDICARE EN UNA INSTALACION DE ENFERMERIA ESPECIALIZADA [SSA-10941] (March 1979)—Spanish version of *Medicare Coverage in a Skilled Nursing Facility*. Available (free) from your local Social Security District Office.

HOME HEALTH CARE UNDER MEDICARE [SSA-10042] (September 1979)—A brochure explaining the conditions necessary to qualify for home health benefits under both parts of

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Medicare. Tells what services are covered under the home health program and how home health visits are counted. Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

CUIDADO DE LA SALUD EN EL HOGAR BAJO MEDICARE [SSA-10942] (November 1977)—Spanish version of *Home Health Care under Medicare.* Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

A BRIEF EXPLANATION OF MEDICARE [SSA-10043] (May 1979—A booklet briefly describing Medicare, answering the most frequently asked questions. Available (free) from your local Social Security District Office.

UNA EXPLICACION BREVE DE MEDICARE [SSA-10943] (January 1979)—Spanish version of *A Brief Explanation of Medicare.* Available (free) from your local Social Security District Office.

YOUR MEDICARE HANDBOOK [SSA-10050] (March 1979)—A Comprehensive explanation of the Medicare health insurance program for Medicare beneficiaries. Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

SU GUIA DE MEDICARE [SSA-10950] (March 1979)—Spanish version of *Your Medicare Handbook.* Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

YOUR RIGHT TO QUESTION YOUR MEDICAL INSURANCE PAYMENT [SSA-10079] (September 1978)—A guide for Medicare beneficiaries who disagree with the medical insurance payment amount. Explains how to ask for a review of a claim and how to request a hearing if the review decision is not accepted. Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

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SU DERECHO A CUESTIONAR SU PAGO DE SEGURO MEDICO [SSA-10979] (March 1978)—Spanish version of *Your Right to Question Your Medical Insurance Payment*. Available (free) from Division of Communications Services, D-3, Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21235.

HOW TO COMPLETE THE REQUEST FOR MEDICARE PAYMENT [SSA-10083] (November 1977)—A brochure explaining how to complete the form, a facsimile of which is shown in the brochure. Available (free) from your local Social Security District Office.

YOUR RIGHT TO QUESTION THE DECISION ON YOUR HOSPITAL INSURANCE CLAIM [SSA-10085] (June 1979)—A guide for claimants who disagree with the amount paid on a hospital insurance claim. Explains how to request a reconsideration, a hearing, and a review by the Appeals Council. Available (free) from your local Social Security District Office.

MEDICARE COVERAGE OF KIDNEY DIALYSIS AND KIDNEY TRANSPLANT SERVICES [SSA-10128] (January 1979)—A supplement to *Your Medicare Handbook*. This booklet explains details of Medicare coverage for people with permanent kidney failure. Gives details of eligibility, provision of maintenance dialysis, self-dialysis training, home dialysis equipment; what and how Medicare pays, and how much the beneficiary is responsible for. Available (free) from your local Social Security District Office.

PROTECTION DE MEDICARE DE SERVICIOS DE DIALISIS DEL RINON Y TRANSPLANTE DEL RINON [SSA-10913] (March 1979)—Spanish version of *Medicare Coverage of Kidney Dialysis and Kidney Transplant Services*. Available (free) from your local Social Security District Office.

MEDICARE CONTRACTORS' CONFERENCE REPORT [HCFA-20039]—A report on the proceedings from the annual meeting of Medicare contractors and HCFA senior staff. Includes HCFA's plans for improving health care information systems and the program operating framework, health care in the 1980s, competitive procurement of Medicare contractors, the quality of health care and contractor performance, and improving beneficiary services. Available (free) from M/MMI Clearinghouse, 389 East High Rise Building, 6401 Security Boulevard, Baltimore, MD 21235.